

U.S. DISTRICT COURT FOR THE DISTRICT OF ALASKA

TEMPORARY GENERALIST CLERK

May 30, 2007

CL 24/CL-25

Salary range: \$28,119 to \$38,824 (depending on experience) plus 24% cola

Vacancy Announcement #2007-06

Open Until Filled - Length of Position Not To Exceed September 30, 2007

Position Overview:

This position is located in the U.S. District Court Clerk's Office at Anchorage, Alaska. This is a full-time (40 hours per week) temporary position. The incumbent performs duties of civil and criminal archival project, organizing docket sheets into folders, moving court files and records, completing forms for the storage of court files, and preparing boxes for shipping to the Federal Records Center.

Qualifications:

To qualify for this position, a person must possess at least two years of specialized work experience including at least one year equivalent to work at the CL24 level. Applicants must have a high school diploma, or equivalent. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. The CL24 level requires one year specialized experience to work at the CL23 level. Heavy lifting is required.

Information for Applicants:

The United States District Court is an Equal Opportunity Employer. The incumbent must be a United States citizen or eligible to work in the United States. All court employees are "at will" employees in the excepted service. This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice. Expenses for interviews or relocation are not authorized for reimbursement. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed. Final candidates are subject to a background check as a condition of employment.

How to apply:

(1) Mail an application of interest and current resume with at least two references to:

U.S. District Court [Attention: Marvel Hansbraugh]
222 W. 7th Ave., Box 4
Anchorage, AK 99513

(2) or via fax to: (907) 677-6162

(3) or via email to: Marvel_Hansbraugh@akd.uscourts.gov